

CITY OF NEW ORLEANS

C. Ray Nagin, Mayor

OFFICE OF COMMUNITY DEVELOPMENT

Kenya J.H. Smith
Executive Assistant to the Mayor

SuperNOFA 2010

APPLICATION
for
HOMEBUYER ACTIVITIES
(HOME/CHDO FUNDING)

October 19, 2009

CITY OF NEW ORLEANS

OFFICE OF THE MAYOR
OFFICE OF RECOVERY AND DEVELOPMENT ADMINISTRATION

October 19, 2009

NOFA APPLICATION

GENERAL INSTRUCTIONS

1. **Program Description.** A description of the HOME Investment Partnerships Program (HOME), as contained in the Notice of Funding Availability (NOFA)-General Information Packet, will assist the applicant with identifying the types of programs best suited for the funds that are being requested. Applicants will be competitively selected for funding under a process using selection criteria that is described in the NOFA.
2. **Applying for More than One Project or Activity.** Applicants applying for more than one project or two or more activities contained in the NOFA (Homebuyer or Rental) must submit individual applications for each. A project may consist of multiple buildings and units at non-contiguous locations, but they must be under a single ownership and financing arrangement.
3. **Submission Requirements.** All applications must be complete in order to be considered for review. Unless an exhibit is labeled “if applicable”, you must submit all required exhibits. Applicants must submit **(1) original and three (3) copies** of the proposal. **PLEASE STAPLE THE APPLICATION. DO NOT BIND.** Applications will be rated as a whole and not by component parts. **APPLICATIONS SUBMITTED BY FAX OR ELECTRONIC MAIL WILL NOT BE ACCEPTED.**
4. **Attachments:** You may attach pages as necessary; please include the exhibit number on all attachments and place them in the document in the proper order. **For this year, you must create the HOME Sources and Uses Statement by using an Excel application that is provided along with the MS Word application. Please prepare and print the Sources and Uses Statement and insert it into the application at page 8.**
5. **For Additional Information.** If you have any questions regarding this NOFA application, please contact the Office of Community Development, 1340 Poydras Street, Suite 1000, New Orleans, Louisiana 70112, (504) 658-4200.
6. **PLEASE INCLUDE THE PAGE IMMEDIATELY FOLLOWING THIS GENERAL INSTRUCTION SHEET AS THE COVER PAGE FOR YOUR APPLICATION.**

**OFFICE OF COMMUNITY DEVELOPMENT
SuperNOFA 2010
HOMEBUYER PROJECTS**

Application Number (assigned by ORDA)

Applicant Identification and Certification

ORGANIZATION NAME: _____

OFFICIAL MAILING ADDRESS: _____

EMPLOYER IDENTIFICATION NUMBER: _____

CERTIFIED SECTION 3 BUSINESS? YES _____ **NO** _____

PERSON(S) TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION:

	Contact 1	Contact 2
Name		
Title		
Phone		
FAX		
e-mail		

FUNDING REQUEST/AMOUNT: \$ _____

PROJECT LOCATION/NEIGHBORHOOD: _____

CERTIFICATION:

To the best of my knowledge and belief, all of the information provided in this application is true and correct:

Typed Name of Authorized Representative

Title

Signature of Authorized Representative

Date Signed

APPLICATION CHECKLIST

HOMEBUYER PROJECTS

Please utilize this form to insure that you have responded to all of the required information in the SuperNOFA Application.

Exhibits

Exhibit 1a	Program/Project Summary [page 4]	_____
Exhibit 1b	Project Description [page 4-5]	_____
Exhibit 1c	Timeline [page 6]	_____
Exhibit 2	Project Characteristics [page 7] Attachments: Purchase Agreements/Options, Location Map, Photos	_____
Exhibit 3a	Sources & Uses Statement and Narrative [page 8-9] Attachments: Funding Commitments	_____
Exhibit 3b	HOME Program Income [page 10]	_____
Exhibit 3c	HOME Match Requirements [page 11-12]	_____
Exhibit 4a	Organizational Capacity [page 13]	_____
Exhibit 4b	Prior Contract Performance [page 14]	_____
Exhibit 5	Fair Housing Statement [page 15]	_____
Exhibit 6	Acquisition and Relocation Notifications (if applicable) [page 16]	_____

EXHIBIT 1a - PROGRAM/PROJECT SUMMARY

Please indicate the following in the table below. Note that general administrative costs are not provided by the HOME Program, only eligible project costs are available through this NOFA application.

- The **Total Project Cost** includes all project costs, regardless of funding source, required to develop the project. This amount must agree with line G of the Total\$ column on the Sources and Uses Statement (HOME Project Activity Budget), Exhibit 3a (Excel spreadsheet). Indicate the total cost per unit by dividing the Total Development Cost by the number of units to be developed.
- The **HOME Funding** is the amount of HOME funds requested herein. This amount must agree with line G of the HOMES\$ column on the Sources and Uses Statement (HOME Project Activity Budget), Exhibit 3a (Excel spreadsheet). Indicate the financial assistance cost per unit by dividing the Total Financial Assistance by the number of units to be developed.

Proposed Activity	Fund Source	No. of Units	Total Project Cost		HOME Funding	
			Total	Per/Unit	Total	Per/Unit
Homebuyer Projects	HOME					

EXHIBIT 1b: PROJECT DESCRIPTION

Provide a narrative description of the **project**, using the following numbering sequence, and addressing, at a minimum, each of the issues enumerated below:

1. Describe how the project will be developed and the timeline for completing it.
2. Indicate the location of the project and its relationship to services and facilities, including, but not limited to, public transportation, hospitals, schools, churches, shopping centers, etc. **Attach purchase agreements or options, a location map and a minimum of two 4 X 6 photos of each property (one photo if vacant land) after Exhibit 2a.**
3. Describe the physical attributes and amenities of the project.
4. Indicate the current zoning classification for the site and discuss whether any variances or conditional uses will be required.
5. Discuss what housing market or population the project will serve and describe how you will market the units to that population. Refer to the Affirmative Marketing Plan, which is found in the City's *Consolidated Plan*.
6. Indicate whether and to what extent the project will address the needs of households with disabilities.
7. Explain how you will maximize the number of households assisted and discuss the cost per unit that you calculated in Exhibit 1a, above.
8. Explain how you will leverage HOME funds with other funding sources and indicate the leverage ratio. If your leverage ratio is low because you are serving a special population, provide details that justify the need.
9. Explain how the proposed project will assist in the post-Katrina recovery and rebuilding of New Orleans.

EXHIBIT 1b: PROJECT DESCRIPTION (Continued)

Use additional sheets if necessary, maximum three (3) pages.

EXHIBIT 1c - TIMELINE

Identify the project milestones and shade the periods in which they will be accomplished. Label the months, i.e., 1/10 means January, 2010. Use additional sheets if more than twelve months will be required to complete the project.

	MONTHS											
DESCRIPTION OF ACTIVITIES												

EXHIBIT 3a - SOURCES AND USES STATEMENT

Insert the Excel Sources and Uses Statement at this point in the application, in lieu of this page. It will consist of the **Activity** worksheet and the **C14** worksheet, if applicable. Do not submit any of the other worksheets for this NOFA.

EXHIBIT 3a - SOURCES AND USES STATEMENT

(Narrative)

Use the space below and up to one additional page, if necessary, to:

1. **Funding Sources:** Identify all non-HOME sources of permanent and/or interim funding, indicating the name of the source above the appropriate columns and elaborating the conditions under which the funds will be provided. **Attach evidence of commitments of all additional funding sources, including the interest rate and loan term and any other terms or conditions.**
2. **Cost Allocation:** Discuss the allocation of costs to funding sources. It is recommended that HOME funds be allocated as much as possible to Construction costs.
3. **Cost Analysis:** Explain how costs were derived. In particular, include the construction cost per square foot on line B.
4. **Developer's Fee:** Discuss and justify the Developer's Fee you are seeking (line E).
5. **Permanent Financing:** Discuss in detail how the project will be permanently financed for the homebuyers. Include information on permanent mortgage financing and any grants that will be available.

EXHIBIT 3b - PROGRAM INCOME

Program income is derived from the sale of a property developed with federal funds. The City may require that program income be returned to the City upon receipt or it may allow sub-recipients to retain program income and spend it, with proper authorization, to develop additional affordable housing activities. Program income must be reported to the City monthly, whether it is remitted or retained. Further conditions that apply to the retention of program income are that: 1) it can only be used for eligible activities and, 2) it must be expended prior to the drawdown of additional grant funds. The City wishes to encourage the development of program income, which creates an additional funding source that can be used to increase the number of affordable housing units.

Please provide a narrative to describe the affirmative steps that you plan to take to maximize the development of program income, and to develop additional affordable housing units. Please indicate the amount of program income that you expect to develop as a result of the expenditure of the requested funding, explain how you calculated the amount, and indicate how you propose to utilize any program income.

Please Note: include the number of units that you propose to develop with program income in the totals indicated in Exhibit 1A and elsewhere in this document. Failure to do so will produce a higher cost per unit and lower your score.

Example "We will rehabilitate 5 houses at an average cost of \$75,000 and sell them to homebuyers who are expected to finance an average of \$60,000 of the cost. Thus \$300,000 of program income will be generated, which can be used to rehabilitate 4 more houses at an average cost of \$75,000. The sale of these 4 houses will result in another \$240,000 of program income, which can be used to develop at least 3 more houses, given the same development costs and sales proceeds as above".

Narrative:

EXHIBIT 3c - HOME MATCH REQUIREMENTS

The HOME Program requires matching contributions equal to **12.5 percent** of HOME expenditures. Each HOME-funded activity must make a contribution toward meeting the HOME matching funds requirement. Please indicate below how you will develop matching contributions. Identify the source and amount of matching funds. Note: any amount of non-federal funds committed to a project are considered leveraged funds, but not all leveraged funds are considered “matching” funds under the HOME Program. Consequently, funds or other contributions that help meet HOME Program match requirements are extremely important and will positively impact the approval of your proposal.

The following table must be used to identify any eligible HOME Program matching funds. A further description of the categories can be found at §92.220 of the HOME regulations. Remember, matching funds are derived from non-federal sources and must be permanently contributed to the project. For example, loan funds are not eligible matching contributions because they are not permanently contributed.

FORM OF MATCH	AMOUNT
Cash Contributions	
Foregone Taxes, Fees and Other Charges	
Donated Land or Other Real Property	
On-site and Off-site Infrastructure	
Proceeds from Affordable Housing Bonds	
Donated Site Preparation and Construction Materials	
Donated Use of Site Preparation and Construction Equipment	
Donated or Voluntary Labor and Professional Services	
Sweat Equity	
Supportive Services	
Homebuyer Counseling Services	
Total Value of Matching Contributions	

EXHIBIT 3c, continued

HOME Matching Funds Narrative

Please include below a narrative to explain how the matching funds will be provided and documented. The narrative should be organized under the same headings that appear in the above chart.

EXHIBIT 4a: ORGANIZATIONAL CAPACITY

Use the space below to briefly describe the members of the Development Team that will be responsible for carrying out the project. Identify each of the key professionals: Developer, Architect, Lender, Contractor, consultants, etc., and provide a statement of their qualifications and experience developing either affordable housing projects or other residential developments.

EXHIBIT 4b: PRIOR CONTRACT PERFORMANCE (If applicable)

Please complete the following table in order to indicate the past performance of your organization or that of an affiliated organization, in carrying out housing projects or activities under contract to the City of New Orleans. For current contracts, the indicated performance should be through August 31, 2007. If the performance is that of an affiliated organization, identify the organization and explain the affiliation.

If you have not previously contracted with the City, but have relevant housing development experience, provide a listing of the projects developed by your organization, including, at a minimum, the number of number units produced, the funding amounts, location, the market served, etc. Describe the project(s) in the narrative.

Contract Number	Project Type ¹	Contract Amount	Units	Funds Expended	Units Completed
TOTALS					

¹ Project types are: OOR - Owner-Occupied Rehabilitation; RR - Rental; HB - Homebuyer; MR - Minor Repair or Emergency Repair.

Narrative:

EXHIBIT 5 - FAIR HOUSING STATEMENT

In accordance with the fair housing laws, housing programs funded or assisted with federal funds such as under the Community Development Block Grant (CDBG) program, and the Home Investment Partnership Program (HOME), must be administered in a manner that will affirmatively further fair housing. Further, the City of New Orleans, as a CDBG and HOME grantee, must certify that it will affirmatively further fair housing. In order for the City to certify that it will affirmatively further fair housing, it must analyze and eliminate housing discrimination, promote fair housing choices, provide opportunities for racially and ethnically inclusive patterns of housing occupancy, promote housing that is accessible to and usable by persons with disabilities, and foster compliance with the nondiscrimination provisions of the Fair Housing Act, U.S. Department of HUD, Office of Fair Housing and Equal Opportunity, Fair Housing Planning Guide.

It is imperative, therefore, that potential sub-recipients of the above funds include a fair housing impact statement addressing not only how you will refrain from housing discrimination, but also how you will ensure that your housing and community and economic development programs are accessible to persons with disabilities and do not contribute to or intensify segregated housing patterns. For example, if you intend to target a particular neighborhood to rehabilitate blighted housing, you must address how your program is going to affect segregated housing patterns in that and the surrounding areas.

Fair Housing Statement: (if necessary, attach your statement on a separate sheet of paper)

EXHIBIT 6 - ACQUISITION AND RELOCATION NOTIFICATIONS (If applicable)

ACQUISITION

If you are proposing to carry out a project that involves specific properties, and those properties are to be **acquired** with federal funding that you are requesting from the City, you must issue the proper notification to the property owner. Use the Acquisition Notification guideform, which is located in Appendix D of the General Information Package, for this purpose. Attach copies of any such notices with this NOFA application, immediately after this page. Return-receipt mail should be utilized whenever possible.

1. Do you intend to acquire any properties with funding sought under this SuperNOFA?
Yes _____, No _____.
2. Have you provided the required notices to the owner? Yes _____, No _____, N/A _____.
3. Have you included copies of any notices with this application? Yes _____, No _____, N/A _____.

RELOCATION

If you are seeking funding for any **occupied property** that you already own, plan to acquire, or otherwise assist with federal funds, you must issue a General Information Notice (GIN) to the occupants. Use the General Information Notice guideform, which is located in Appendix E of the General Information Package, for this purpose. Attach acknowledged copies of such notices with this NOFA application, immediately after this page. Return-receipt mail should be utilized whenever possible.

1. Are any properties that are proposed for funding sought under this SuperNOFA application legally occupied?
Yes _____, No _____.
2. Have you provided the required notices to the occupants? Yes _____, No _____, N/A _____.
3. Have you included copies of any notices with this application? Yes _____, No _____, N/A _____.